

Technical Branch
Code Compliance Group
Building Series

RESIDENTIAL INSPECTOR SUPERVISOR

03/00 (REB)

Summary

Under general supervision, supervise, coordinate and conduct field inspections of residential buildings to ensure conformance with applicable structural, electrical, mechanical, gas and plumbing codes.

Typical Duties

Oversee inspections of residential structures to ensure prompt and efficient customer service. Involves: reviewing work of inspectors to ensure quality and uniformity of inspections; keeping abreast of changes in codes, regulations and departmental policies and providing such information to contractors, engineers, architects and other inspectors monitoring construction of major projects; investigating and answering complaints; assessing needs and priorities of division; recommending, developing and implementing program improvements.

Perform on-site inspections of residential construction for compliance with approved plans, specifications and applicable local, state and national codes, regulations and standards governing construction, alteration and repair of buildings. Involves: scheduling initial and follow-up inspections; reviewing plans and specifications in preparation for conducting inspection; investigating complaints to determine existence of illegal or hazardous conditions in new or existing residential structures; informing property owners and contractors of violations and unacceptable layouts, materials, and equipment; issuing red tags, correction notices, stop work orders and citations as appropriate when construction does not conform to code or approved plans; explaining code and design requirements and restrictions, and construction corrections necessary for compliance; ensuring construction is being performed by licensed contractors under City issued permits.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: testifying in court and before the Building, Plumbing/HVAC and Electrical Boards of Appeals; substituting for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or GED plus two (2) years residential inspection experience (electrical, structural, plumbing and mechanical); or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: principles, methods and materials of residential construction; national, state and local regulations and recognized professional standards related to single-family residential construction. Good knowledge of: supervisory techniques; administrative practices and procedures.

Ability to: read and interpret construction plans and code requirements; recognize deviations from approved plans; identify defects and hazards in material and work performed; enforce codes with firmness, tact and impartiality; comply with and enforce safe working practices and procedures; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, contractors, property owners, officials and the general public; maintain records and prepare reports.

Skill in safe operation of: standard building construction and measurement instruments; personal computers and computerized field data collection devices.

Physical Effort and Work Environment: Frequent: moving over uneven construction site terrain which includes climbing stairs and ladders; exposure to varying weather conditions. Occasional: driving through city traffic.

Licenses and Certificates: Certification by International Congress of Building Officials or Southern Building Code Congress International as Level I Building, Electrical, Plumbing or Mechanical Inspector, and One and Two Family

Dwelling Inspector by time of application; Texas State certification as Plumbing Inspector within six months of date of appointment; Texas Class "C" Driver's License or equivalent from another state.

Director of Personnel

Department Head

OFFICIAL